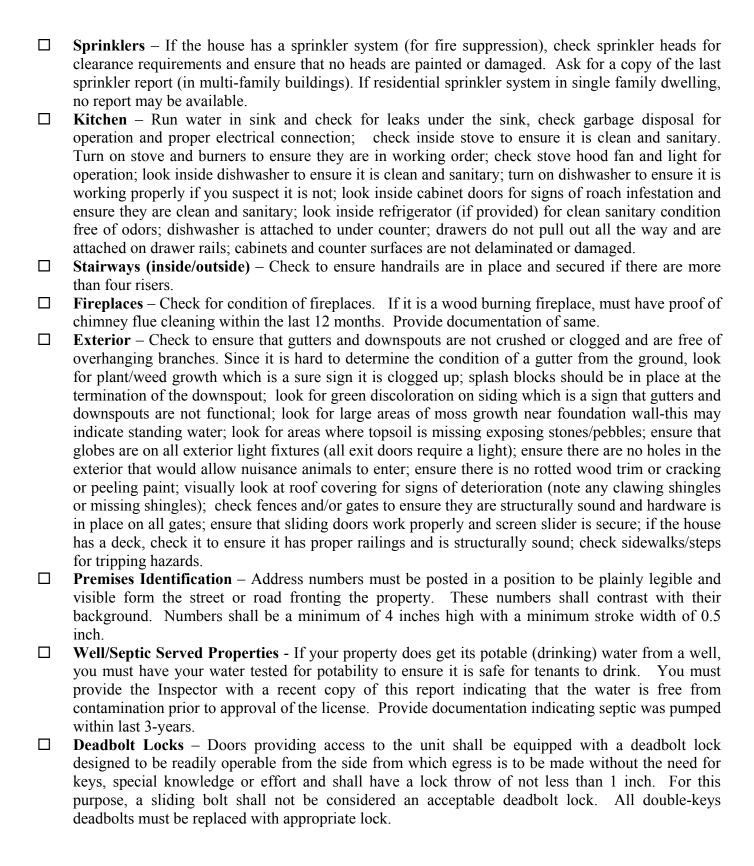
DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS INSPECTIONS AND ENFORCEMENT DIVISION NEW RENTAL HOUSING INSPECTION CHECKLIST

PLEASE NOTE THIS CHECKLIST IS MERELY A GUIDE CONTAINING MOST COMMONLY FAILED ITEMS, IT IS NOT ALL INCLUSIVE:

	Hot Water Heater – Check to ensure temperature and pressure relief valve is piped down to the floor not more than 6 inches above floor level or piped into sump pump pit or other approved termination. Check venting if gas fired. Assure clearances. Suggest CO detector if appliances are gas fired.
	Washer/Dryer – (if provided) – Check the hookups and turn them on a short cycle to ensure there are no leaks and they are in working order. The dryer should be vented to the exterior or as per
	manufacturer's instructions. Flexible exhaust duct must be metal and not plastic.
	Electrical Panel Box – Check for tripped breakers, missing spacers or breakers providing access to the interior buss bar. A minimum clear space 30 X 30 inches must be left open leading up to the electrical panel.
	Electrical Service Cable – Property owners are responsible for maintaining the electrical service
_	cable to the home. If this cable is in disrepair (wire covering deteriorating), it must be replaced by a licensed electrician, under permit.
	Furnace – Forced air, heat pump or other forced air type unit, check for filter, if visible, is it clean. If gas fired, check condition of flue pipe for holes, rust, is connection tight, clearance to combustible materials usually 18 inches on single wall flue. Last service invoice.
	Hot Water Boiler – May provide domestic hot water in addition to heat, boiler circulates hot water through a system of pipes and radiators and baseboard heating units. Look for a temperature and pressure relief valve; it must be piped down to within $6-8$ inches of floor level.
	Rooms on all Floors – Check perimeter of room (floors/ceilings) for water damage, i.e., stains or suspected mold, check electrical outlets quantity and use your tester on random outlets; outlets
	cannot be painted over. Note how many bedrooms. Basement – Check for window meeting egress requirements in basement if there is a bedroom in the basement. Check for signs of leaks at foundation, exterior door, areaway or flooring above.
	Bathroom/Powder Room – Check for ventilation fan exhausted to the exterior or openable window; check bathtub/shower tiles for loose tiles and proper caulking at wall and tub as well as where the tub meets the floor; check floors to ensure they are impervious to water and have no loose or missing tiles; flush toilets, run water in bathroom lavatories (basin), check for hot water at faucet; check under the vanity cabinet for any water leaks or signs of previous water leaks, and all caulking is in good condition; toilet seats should be hard surface.
	Smoke Detectors – A smoke detector must be on all floors or wings of the house. There must be a smoke detector INSIDE EACH BEDROOM near the doorway, as well as the hallway area outside the bedrooms. Check smoke detectors for operation on all floor levels and inside all bedrooms. If original smoke detectors were hard-wired (A/C wired, 110 volt electrical), they must remain hard-wired although new smoke detectors installed inside the bedrooms can be battery operated.
	All Rooms – Check to ensure that all switch plates and duplex outlet covers are installed, check for open (exposed wires) electrical junction boxes. Ensure that receptacles are not painted. Check for holes in walls, floors and ceilings. Ensure there is no peeling paint. Close and lock and reopen all
	interior doors for fit and operation.
	Windows – Check windows to ensure locks are on all first floor windows (with a sill height of 6 ft. from ground), and window functions properly. Ensure window screens are in place and free of holes.



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